

PLANNED DEVELOPMENT

Purpose/Description

The purpose of planned developments is to encourage preservation of open space, clustering of buildings and flexibility of design to take advantage of natural topography, to create greater diversity of housing and building choices and to minimize paved surfaces.

Planned developments may be residential, commercial, industrial or a combination of these types of development. The planned development regulations allow use exceptions to the applicable zoning; reduction of lot width, size and yard requirements; and the computation of the number of dwelling units allowed based on the gross development area.

Common open space in planned unit developments is required as follows:

residential single family	20%
residential multi-family	30%
commercial and industrial	5%

Authority

Annapolis City Code and Charter, Chapter 21.74, Planned Unit Developments; Chapter 21.98, Site Design Plan Review; Chapter 17.09, Tree Preservation; Chapter 19.12; Stormwater Management, Chapter 21.64, Off-Street Parking and Loading; Chapter 21.67, Critical Area Overlay; the 1997 *Comprehensive Plan* and the adopted sector study for the area of the city in which the proposed planned unit development is located.

Submittal Requirements

- 1) Ten copies of a letter of application
- 2) Ten copies of a site plan
- 3) Ten copies of an engineering plan
- 4) Ten copies of a vicinity map
- 5) Ten copies of exterior elevations and interior floor plans
- 6) Ten copies of a land use plan
- 7) One copy of a metes and bounds

description of the project

8) One copy of a list of owners within two hundred feet of the project with both mailing and property address if different and one set of corresponding stamped envelopes

9) Other information as requested by city staff

Steps of the Application Process

1) The applicant meets with Department of Planning and Zoning staff to discuss the planned development process.

2) The applicant submits a complete planned unit development application to the Department of Planning and Zoning.

3) The Department of Planning and Zoning reviews the application for sufficiency.

4) The Department of Planning and Zoning sends the planned unit development application out to the Departments of Public Works, Police, Fire and other applicable agencies for review and comments.

5) If deemed necessary, the Department of Planning and Zoning sets up a development review meeting with all review agencies and the applicant.

6) Concurrently with agency review of the project, the applicant conducts special studies (i.e. traffic impact, critical areas and market analysis) as required by the location and scope of the project.

7) Concurrently with agency review of the project, and only if deemed necessary, the applicant pursues approval of proposed planned development from the Historic Preservation Commission, Board of Appeals and Port Wardens.

8) The applicant makes changes to the project according to comments received in the agency review process.

9) The Department of Planning and Zoning sends the revised plans to the Departments of Public Works, Police, Fire and other applicable agencies for a second review, if necessary.

10) The Planning Commission holds a public hearing on the proposed planned development on the first and third Thursday of the month at 7:30 p.m. The applicant provides eight copies of the revised submittal requirements for the Planning Commission hearing.

11) The Planning Commission adopts, and forwards to the Board of Appeals, recommendations and findings of fact on the proposed planned development.

12) The Board of Appeals holds a public hearing on the planned development proposal on the first Tuesday of the month at 7:30 p.m. The applicant provides six copies of the revised submittal requirements for the Board of Appeals hearing. At the next monthly meeting of the Board of Appeals, the Board takes action on the planned development proposal.

Contact Person

Tom Smith
Department of Planning and Zoning
(410) 263-7961

Processing Time

The length of time necessary to complete the planned development review process varies according to the size, scope and complexity of the project and by the requirements for interagency review. Generally, if the project does not require any major modification, the review process requires approximately four to six weeks and six to eight weeks for the hearing process.

Fees

\$500 plus \$100 per acre or fraction thereof.

Enforcement and Appeals

No use or building permits may be issued for any property not developed in accordance with an approved planned development. If construction begins which does not appear to be in accordance with the approved planned development, a stop work order may be issued.

Appeals of Board of Appeals decision may be made to the Anne Arundel County Circuit Court.

Other Considerations or Requirements

Although not required, a concept plan may be submitted prior to the submittal of a formal application for general comments as to layout, the appropriateness of the type of development proposed and density.

Date Received: _____

Application Filing # _____

PLANNED UNIT DEVELOPMENT APPLICATION FORM

City of Annapolis
Planning and Zoning Department
160 Duke of Gloucester Street Annapolis, Maryland 21401
(410) 263-7961

Part I. Applicant Information:

Owner of Property: _____

Address: _____

Phone Number: _____

Applicant/Agent (if not Owner): _____

Address: _____

Phone Number: _____

Part II. Planned Unit Development Information:

Proposed Use(s) of PUD: _____

Location: _____

Zoning Classification: _____

Part III. Submittal Requirements (please submit ten copies of each):

_____ Site plan including metes and
bounds of property

_____ Vicinity map

_____ Floor plan, as applicable

_____ Exterior building elevations

_____ Application fee: \$500.00 +
\$100/acre or fraction thereof

_____ Land use plan

_____ Engineering plan, as applicable

_____ Written statement addressing the special
exception standards of chapter 21.72

_____ Written statement addressing the site design
standards of chapter 21.98.050, as applicable

_____ One set of #10 envelopes, stamped and
addressed to property owners within 200 feet of
the project

The undersigned assert that this proposed special exception will be in strict accordance with the standards set forth in Chapter 21.74, Planned Unit Developments, of the Code of Annapolis. Additional consideration shall be given to Chapter 21.72, Special Exceptions; Chapter 21.98, Site Design; Chapter 21.64, Off-Street Parking; 21.67, Critical Area Overlay; Chapter 17.09, Tree Preservation; Chapter 19.12 Stormwater Management; and Chapter 20.12, Preliminary Plat (subdivision requirements).

Signature: _____ Date: _____